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10 November 1950

MEMORANDUM FOR: ADPC

25X1A8a

SUBJECT: Statements of Duties and Qualifications of Key Personnel in [REDACTED]

ATTACHMENTS: (a) Statement by [REDACTED]  
(b) Statement by [REDACTED]  
(c) Statement by [REDACTED]  
(d) Statement by [REDACTED]

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1. Responsive to your request, there are attached separate sheets showing the current duties and a resume of the experience of the following key personnel in [REDACTED] 25X1A8a

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[REDACTED] Chief, Administration Branch  
[REDACTED] Chief, Management Branch  
[REDACTED] Chief, Budget and Fiscal Branch  
[REDACTED], Chief, [REDACTED]

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2. I have no further self-serving statements concerning my own position in addition to those on the attachment, except to indicate a keen professional interest in the management field.

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3. a. [REDACTED] who has recently joined our Staff, is rapidly developing into a very competent administrative officer. He is particularly qualified in general administration with emphasis on the training and personnel management fields.

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b. [REDACTED] is a Phi Beta Kappa who has developed into an extremely valuable staff officer. He works exceedingly well with people, who have come to respect his opinions on all matters within his field. He developed the OPC budget estimate for 1952 largely on his own.

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c. [REDACTED] has a fine background in management engineering in both private and public service. He came to us from the Bureau of the Budget, where he had done a very good job in connection with certain of the Hoover Commission proposals. The fact that he has been requested by CIA Management at an increase in grade is a recognition of his general ability in this field.

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Chief, Staff III